

FORM SUMMARY

Name of Form:	Exhibit List - Stipulation and Order for Return of Exhibits
Form Number:	GF-102
Statutory Reference:	SCR 72.01(45), (46)
Purpose of Form:	To maintain an ongoing listing of exhibits and their status during trial as well as establishing a process for managing the exhibits after trial.
Who Completes It:	Courtroom clerk
Distribution of Form:	Maintained in case file.
Accompanying Forms:	Generally none, although there is a continuation form GF-103.
New Form/Modification:	Modification, last update 10/94.
Modifications:	<p>Reformatted and created as a "Word" form. Added a statement at bottom pertaining to biological material.</p> <p>Previous modification: The stipulation at the bottom has been modified to allow for exhibits to be returned immediately after trial. If the exhibits are not returned, the Clerk follows the retention schedule in SCR 72.01(45) and (46). At the time this form was originally created, the retention schedule had not yet been adopted. The original stipulation basically created a "retention schedule." The court does not now need a stipulation in order to follow the retention rule. A stipulation is needed only to deviate from the rule.</p>
Comments:	<p>RMC recommends that when an exhibit is offered, the notation in the "offered" column should reflect the party who offered the exhibit. The reason for this is that the stipulation and the retention schedule in SCR 72.01 envision return of the exhibit to the party who offered the exhibit. Rather than creating an additional column for "offering party," a simple notation ("P" for plaintiff/petitioner, "D" for defendant, "R" for respondent, etc.) rather than a checkmark would give ready indication of the offering party.</p>
About this form:	<p>This form is the product of the Wisconsin Records Management Committee, a committee of the Director of State Court's Office and a mandate of the Wisconsin Judicial Conference.</p> <p>If you have additional information that does not change the meaning of the form, attach it on a separate page. The form itself shall not be altered.</p>